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ISD NEWS AND VIEWS

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DEADHEAD

NEWS

TRAINING AND COMPUTER SEMINAR

A Training and Computers Seminar for computer trainers will be held on February 26 and February 27. This seminar will include the following topics: motivation, the battle against resistance, the impact of automation on training, and much more. This two day seminar will be presented by Elliott Masie. Elliott is the director of the Professional Training and Development Center at the Sagamore Institute. For more information, check the training schedule or call Wendy at 444-2856.

LOTUS 1-2-3 UPGRADES EXTENDED

UPGRADE FROM LOTUS 1-2-3 1A TO LOTUS 1-2-3 RELEASE 2.01

Upgrades from 1-2-3 Release 1A to 1-2-3 Release 2.01 are available from Property and Supply for \$125.00. The \$125.00 upgrade has been extended indefinitely.

Release 2.01 includes expanded memory, increased worksheet size, sparse matrix technology, string manipulation, and the ability to get information about cells and the cell pointer into 1-2-3. Financial features include depreciation and additional annuity calculations.¹

Contact Property and Supply at 444-4514 to upgrade.

MAINTENANCE UPGRADES AVAILABLE FROM THE INFORMATION CENTER

Maintenance LOTUS 1-2-3 upgrades from Release 2.00 to Release 2.01 are available from the Information Center. This upgrade is free. Contact Brett McAlister at 444-2044 for details.

WORDPERFECT 4.2 UPGRADE

WordPerfect Version 4.2 will be available to state agencies through a joint venture between Property and Supply and the Information Center. Details concerning the purchase of your upgrade follow after this article. First, a few notes about what you will get for your money when you purchase the upgrade.

- * Document summary - A special box that can be optionally shown at the top of a document that lists the author, typist, and 880 characters of text commonly used to describe the document.

¹This information is from LOTUS UPDATE, August 1986, pg 2.

- * Imbedded Comments - Comments that can be put into a document, but do not print or affect the line number. These comments appear on the screen enclosed in a box. They can be turned on or off when viewing the document.
- * New Tab Functions - In WordPerfect 4.1, left justified and decimal tabs were all you could get. With WordPerfect 4.2, you can define tabs as left justified, decimal, right justified, or centered.
- * Line Numbering - There are several options you can use to have your lines numbered on your printed document. This is an often requested feature.
- * Table(s) of Authorities - This is a legal function that has been added to WordPerfect.
- * Document Preview - This will show you on the screen EXACTLY how your printed document will look. It will show headers, footers, footnotes, line numbers, etc.
- * Printing Non-sequential Pages - The "P" option of the Printer Control Menu has been expanded to allow defining more than one range of page numbers to be printed. You will be able to print pages 2-5,7,9-11 with one command.
- * Automatic Hyphenation Improvement - WordPerfect will try to correctly place the hyphen within the word.
- * More Columns - The maximum number of columns is increased from 5 to 24.
- * Improved Cursor Movement - In WordPerfect 4.1, if you moved the cursor up or down the page across a blank line, the cursor is repositioned at the left margin and stays there. Similarly, if it is moved across a line that ends in a position less than the cursor position, the cursor is moved to the position at the end of the line. In WordPerfect 4.2, the cursor will "bounce back" to the previous position after the blank or short line is passed.
- * Editing of File and Path Names - Another irritation has been eliminated. If you want to change a file name that WordPerfect has listed at the bottom of the screen, you do not have to retype the entire path. You may now move the cursor into the name and edit it like you would normal text.
- * * and ? in Convert - You can now use the * and ? in the file names in the convert function so that you can do mass document conversions.

- * Status Line Addition - The drive name, path, and file name will now appear on the status line. This can be turned off in the setup mode.
- * Hard Page vs Soft Page - You can now tell a hard page from a soft page WITHOUT revealing codes. The Soft page will still be shown as a line of dashes (-----), but the hard page will be shown as a line of equal signs (=====).
- * Visible Hard Returns - Hard returns can be made visible on the regular screen. This is an option you can select.
- * Codes in Bold - In the Reveal Codes function, the codes are shown in bold. You can also define a Block while in the Reveal Codes function.
- * Better Underlined Text Display - Underlined text will can be shown with a different background color so that underlined spaces and tabs will show up.

These are the changes that seem to affect the most people. There are other changes not listed here that you may find useful. Whatever your needs, this new WordPerfect 4.2 seems to be a good value for the relatively small cost to upgrade. The Information Center recommends upgrading to WordPerfect Version 4.2.

If you have any questions concerning WordPerfect 4.2, please direct them to Brett McAlister in the Information Center, 444-2044.

HOW TO UPGRADE

Property and Supply is now taking orders for WordPerfect Version 4.2 upgrades. Property and Supply is responsible for handling and distribution of the manual portion of the upgrades. The upgraded diskettes are available through the Information Center. To order the new manuals, please submit the following to Property and Supply by January 9, 1987:

A signed and completed Supply Order Form specifying the number of upgraded manuals to be ordered. The Stock Number 9999-9512 should be used. Please do not order any other items on the form.

Cover sheets from the WordPerfect 4.1 manual must be included for each upgrade package needed.

The cost of the upgrade manual is approximately \$12.00. The cover sheet from the new 4.2 manual will be required as proof of purchase to obtain the upgrade diskettes from the Information Center. Questions regarding the upgrade should be directed to Brett McAlister at 444-2044.

WORDPERFECT SOFTWARE UPGRADE

After you have purchased your new WordPerfect 4.2 manual(s) from Property and Supply, you still need to get the software from the Information Center Bureau. The Information Center will provide you with one copy of the WordPerfect 4.2 software on YOUR diskettes. To get your software copy, you need to do the following:

1. Format six (6) diskettes
2. Put blank labels on the newly formatted diskettes
3. Remove the cover page from your WordPerfect 4.2 manual. This will be your proof of purchase.
4. Bring or send the cover page and diskettes to the Information Center Bureau and we will copy the WordPerfect 4.2 software onto YOUR diskettes.
5. Take the diskettes back to your office and make a copy for each manual purchased. Any additional copies made must be for backup use only.

If you have any questions concerning this procedure, contact Brett (444-2044) or Ron (444-2924) in the Information Center.

COMPUTER BASED TRAINING NEWS

The Information Center now owns two copies of the popular "Typing Instructor" diskette tutorial. This tutorial is perfect for those of us who find our computing productivity hampered by lack of good "keyboarding" skills. In just a few hours you will find yourself well on the way to keyboard dexterity!

Use of the "Typing Instructor" is free. It may be checked out from the Information Center for a week at a time, or you may schedule time on the computer based training microcomputer in Room 25 of the Mitchell Building.

More news...The Information Center also has a new version of the Disk Operating System diskette tutorial. This tutorial has been upgraded to include DOS versions 3.x as well as DOS 2.0 and 2.1. Again, use of the tutorial is free.

Please call Wendy Wheeler (444-2856) if you have any questions regarding the computer based training program.

FEATURES

CONVERSION OF FILES FROM LOWER CASE TO UPPER CASE

A utility program is available to convert lower case sequential files or partitioned data set members to upper case files or vice versa. A parm is used in the JCL to clue this program what to do. The program will verify that a parm has been provided and that the files have equal record lengths. Error messages are issued when the program objects, and translation will not occur. The output file will contain a copy of the input file with the requested translation. The JCL for this conversion is as follows:

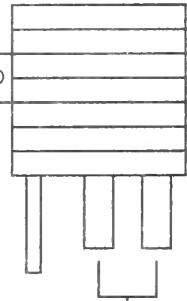
```
//XXXXXXX JOB (BBBBB,53),XXXX.XX.NNN,CLASS=H,MSGCLASS=9
//STEP1 EXEC PGM=CASETRAN,PARM='LO-HI'
//SYSUT1 DD DSN=dataset-name,DISP=SHR
//SYSUT2 DD DSN=dataset-name,DISP=SHR
//SYSPRINT DD SYSOUT=*
```

Note: Do not submit this job with your TSO library as SYSUT2. If you do problems may result. Change the parm to 'HI-LO' to convert upper case to lower case. Questions can be directed to Carl Wambach at 444-2860.

PROBLEM WITH IBM PC/AT POWER CORDS

An article in the November 11 PC Week, page 4, says that IBM has found a potential problem with some of the IBM PC/AT power cords. This problem affects those cords shipped with IBM PC/ATs after Sept. 1, 1985. If you received a PC/AT on or after that date, check the cord to see if the numbers on the cord and one of the prongs match the illustration below. If you can't read the number on the prong, but the data on the cord matches, IBM says to have it exchanged anyway. The exchange is free because it relates to electrical safety.

1501677 18-3 TYPE SJT E-3462-C LL-30830 SHIELDED



One prong stamped J7
the other prong stamped
with one of the following
DN, AO, BO, CO, DO,
EO, AP, BP, or CP

The power cord will be one of the type that you can plug another cord into the top of it. This is called a "stacking" type of plug. If you have a stacking plug that matches the numbers, send a notification card to:

Power Cord Replacement Program
IBM Corp.
P.O. Box 56, Batavia, IL 60510

If you have questions, you can call Brett McAlister at 444-2044.

DISOSS USER GROUP

A DISOSS User Group meeting will be held January 27, 1987 at 1:30 p.m. in Room 25 (Training Center) of the Mitchell Building. This group gets together periodically to share new ideas and system use techniques. Everyone is invited to attend.

NEW RELEASE OF PERSONAL SERVICES/PC

IBM has announced a new release of Personal Services/PC Version 1.2. The Information Center has acquired the new version and is experimenting with the new enhancements.

Some of the enhancements with the new version are:

- Access to the DISOSS/370 Library. The DISOSS/370 Library will allow you to store, search, retrieve, send, and delete documents from the host library.
- Ability to configure PS/PC so that mail sent to the user in an RFT format will be transformed and delivered to PS/PC in FFT format.
- Simplified main menu and other panels.
- Expanded and improved publications.
- When sending a document from a PC to a PC, the document keeps its original name.

For a copy of the Program announcement which details more enhancements, please call Jeanette or Mel at 2858.

The upgrade charge is \$35.00. Upgrades will be accepted only until March 31, 1987. After that time you will not be able to order the upgrade, you must pay full purchase price (currently \$275).

A product order form must be filled out and mailed to IBM with a check or money order (no purchase orders accepted). When ordering you must also enclose Certificate of Ownership (front cover of PS/PC 1.04 manual). Please call Jeanette or Mel at 2858 for copies of the Upgrade order Form or if you have any questions.

Current list of Electronic Mail (DISOSS) users.

<u>Dept/Division</u>	<u>User ID</u>	<u>Address</u>	<u>User Name</u>	<u>Word Processing</u>
Admin/Accounting	ADACAD01	DSVHOST	Kathy Fabiano	WordPerfect
Admin/Arch&Engr.	ADAEAD01	DSVHOST	Tom O'Connell	Displaywrite3
" "	ADAEAD02	DSVHOST	Jean Christofferson	Displaywrite3
Admin/Central Serv	ADCSBA01	DSVHOST	Karen Munro	WordPerfect

"	"	ADCSBA02	DSVHOST	Earl Zuelke	WordPerfect
"	"	ADCSPO01	DSVHOST	Jim Nys	WordPerfect
Admin/Director	"	ADDODR01	DSVHOST	Ellen Feaver	Displaywrite3
"	"	ADDODR02	DSVHOST	Dave Ashley	Displaywrite3
"	"	ADDODR04	DSVHOST	Marv Eicholtz	Displaywrite3
"	"	ADDODR05	DSVHOST	Nan LeFebvre	Displaywriter
Admin/General Serv	"	ADGSAD01	DSVHOST	Deane Blanton	Displaywrite3
"	"	ADGSAD02	DSVHOST	Sue Campbell	Displaywrite3
Admin/Info Serv	"	ADISAD01	DSVHOST	Mike Trevor	WordPerfect
"	"	ADISAD02	DSVHOST	Sharon Gosnell	WordPerfect
"	"	ADISAD03	DSVHOST	Jim Christnacht	WordPerfect
"	"	ADISAD04	DSVHOST	Linda Cuchine	WordPerfect
"	"	ADISIC01	DSVHOST	Dave Marshall	WordPerfect
"	"	ADISIC02	DSVHOST	Pat Emineth	Displaywrite3
"	"	ADISIC08	DSVHOST	Teri Lundberg	WordPerfect
"	"	ADISIC09	DSVHOST	Jeanette Rushford	Both
"	"	ADISIC10	DSVHOST	Mel Liston	Both
"	"	ADISIC11	DSVHOST	Sandi Coyle	Both
"	"	ADISIC90	DSVHOST	Text Unit	Both
"	"	CZ0055	DSVHOST	Colin Jenkins	WordPerfect
"	"	ADISRM01	DSVHOST	Amy Palmer	WordPerfect
"	"	ADISRM02	DSVHOST	Mary Olson	WordPerfect
"	"	ADISRM03	DSVHOST	Al Tompkins	WordPerfect
Admin/Info Serv/SDB	"	ADISSD01	DSVHOST	Jeff Brandt	WordPerfect
"	"	ADISSD90	DSVHOST	Lois Lebahn	WordPerfect
"	"	ADISSD02	DSVHOST	Sharon Ranstrom	WordPerfect
Admin/Info Serv/Tele	"	ADISTC01	DSVHOST	Tony Herbert	WordPerfect
"	"	ADISTC02	DSVHOST	Dennis Sheline	WordPerfect
"	"	ADISTC03	DSVHOST	Carl Hotvedt	WordPerfect
"	"	ADISTC90	DSVHOST	Phyllis Ballenger	WordPerfect
Admin/Prsnl/Director	"	ADPDAD01	DSVHOST	Laurie Ekanger	Displaywrite3
"	"	ADPDAD02	DSVHOST	Ginny Kalchbrenner	Displaywrite3
Admin/Prsnl/Classif	"	ADPDCB01	DSVHOST	John McEwen	WordPerfect
Admin/Prsnl/Empl Rel	"	ADPDER01	DSVHOST	Mark Cress	Displaywrite3
Admin/Prsnl/Lab Rel	"	ADPDLR01	DSVHOST	Rodney Sunsted	WordPerfect
Admin/Prsnl/Word Proc	"	ADPDWP01	DSVHOST	Bev Pickett	Displaywriter
Admin/Purchasing	"	ADPUAD01	DSVHOST	Mike Muszkiewicz	Displaywrite3
Admin/Tort Claims	"	ADTCAD01	DSVHOST	John Maynard	Displaywrite3
Governor's/OBPP	"	GOOBPP01	DSVHOST	Terry Johnson	WordPerfect
Highways/Billings	"	HWBLGS	DSVHOST	Billings District	Displaywriter
"	/Butte	HWBUTTE	DSVHOST	Butte District	"
"	/GT. Falls	HWGFALL	DSVHOST	Great Falls District	"
"	/Missoula	HWMSLA	DSVHOST	Missoula District	"
"	/Glendive	HWGLNDV	DSVHOST	Glendive District	"
"	/Helena	HWHLNA1	DSVHOST	Helena Headquarters	"
"	"	HWHLNA2	DSVHOST	Helena Headquarters	"
"	"	HWTHIRD	DSVHOST	Environmental Unit	"
Revenue/Director	"	REDO080	LOCNAA	Debbie Hanna	DOSF
Revenue/Data Process	"	REDP051	LOCNAA	Sharon Beaver	DOSF
"	"	REDP061	LOCNAA	Mike Zahn	DOSF
"	"	REDPOP01	DSVHOST	Bill Gilleland	WordPerfect
"	"	REDPOP02	DSVHOST	Mark Johnson	WordPerfect

 * **JANUARY CLASSES** *

State Data Network Classes

Jan 16 Personal Services/PC (Note: Date Change)
 Jan 21-23 Introduction to SAS
 Jan 20 Special $\frac{1}{2}$ day JCL for SAS class

Microcomputer Classes

Jan 8 Beginning Microcomputer Skills
 Jan 9 Beginning Microcomputer Skills
 Jan 15-16 Introduction to Lotus 1-2-3
 Jan 26-27 Introduction to Lotus 1-2-3
 Jan 12-13 Introduction to WordPerfect
 Jan 28-29 Advanced Features of WordPerfect
 Jan 30 "Work Smarter Not Harder" with Spreadsheets

 * **February Classes** *

State Data Network Classes

Feb 18 Personal Services/PC
 Feb 20 Personal Manager
 Feb 23 Basic Terminal Skills
 Feb 26-27 Training & Computers Seminar

Microcomputer Classes

Feb 4 Fundamentals of DOS
 Feb 9-10 Beginning Microcomputer Skills
 Feb 11 Macro Programming with Lotus 1-2-3
 Feb 17-18 Introduction to Lotus 1-2-3
 Feb 19-20 Introduction to WordPerfect
 Feb 24 Using the Token Ring Network

STATE DATA NETWORK CLASSES

TRAINING & COMPUTERS SEMINAR: presented by Elliott Masie of the
Sagamore Institute

DATE: February 26 and 27, 1987
TIME: 8:30 am to 4:30 pm
PLACE: Rm 136, Mitchell Building
COST: \$200.00 to \$335.00 depending on number
PREREQUISITE: Involvement in technical training,
presentation or support
CANCELLATION DATE: February 11, 1987

This class will be of great benefit to anyone involved in training computer users in a classroom, small group, or one-on-one situation. Some of the topics include:

- How people learn about computers
- Motivating people to use computers effectively
- Adult learning principals
- Establishing reasonable expectations for trainers
- Training to reduce resistance
- Hands-on involvement
- Increasing retention and transfer
- Assessing training needs
- Creating an effective course design
- Effective handouts and training aids
- Monitoring effectiveness of training

Elliott Masie is a nationally known trainer and consultant and is an outspoken advocate of upgrading computer training. More detailed course information is available from Wendy Wheeler at 444-2856.

BASIC TERMINAL SKILLS: presented by Wendy Wheeler of the
Information Center

DATE: February 23, 1987
TIME: 8:30 a.m. to 4:00 p.m.
PLACE: Room 25, Mitchell Building
COST: \$50.00
LIMIT: 8-10
PREREQUISITE: 3270nd (interactive class on terminal
operation)
CANCELLATION DATE: February 17, 1987

BASIC TERMINAL SKILLS is a hands-on workshop to provide experience using computer terminals and the SPF editor. The SPF editor is an easy-to-learn menu used to enter data and programs into the State of Montana central computer system. Entering data, changing data and submitting programs for execution are covered in detail. Also covered are SPF's utility functions and how to track job output.

This course is essential for state government personnel using terminals tied into the State of Montana central computer. This course is a prerequisite for many other ISD classes.

INTRODUCTION TO SAS: presented by Gary Wulf of the Information Center

DATE: January 21 - January 23, 1987
TIME: 8:30 to 4:30
PLACE: Room 25, Mitchell Building
COST: \$100.00
LIMIT: 10
PREREQUISITE: Basic Terminal Skills or equivalent
Some knowledge of JCL
CANCELLATION DATE: January 14, 1987

Although SAS stands for Statistical Analysis System, it is a very powerful general purpose tool for capturing, editing, and reporting data. In just a few minutes, one can design and program a full screen data entry application for a terminal. Reports and statistical procedures can be coded to summarize and print the information entered.

This course is intended to teach the basics of SAS as a general tool. Throughout the class period, students will develop and program a variety of SAS features. The class does not attempt to teach statistics and prior knowledge of statistics is not necessary.

Before taking this class you must know enough JCL to do the following: (If you do not have this knowledge, a special half-day JCL course will be held on January 20, 1987 from 1:00 pm to 4:30 pm. Please contact Gary Wulf at 444-2555 if you have any questions on your abilities.)

- a. Code JOB and EXEC statements
- b. Code a DD statement for a new disk dataset
- c. Allocate a dataset to a TSO session using the TSO ALLOCATE command
- d. Change SYSOUT classes
- e. In addition to the JCL knowledge, you must have a TSO signon ID and TSO library, an ISD billing number, and familiarity with SPF (covered in Basic Terminal Skills)

USING PERSONAL SERVICES/PC (PS/PC): presented by Jeanette
Rushford and Mel Liston of the
Information Center

DATE: January 16, 1987
 * or * February 18, 1987
TIME: 1:00 pm to 4:30 pm
PLACE: Room 25, Mitchell Building
COST: \$35.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills and
experience with either WordPerfect or
Displaywrite3
CANCELLATION DATE: January 6, 1987
February 11, 1987

PS/PC allows you to electronically send and receive messages or files. A document created by either WordPerfect or Displaywrite3 can be distributed to any other person also using PS/PC by going through DISOSS on the state's mainframe.

To use PS/PC you must have the Personal Services/PC software, the IBM PC 3270 Emulation Program and adapter, and a coaxial cable or phone line connecting your PC to the mainframe.

PERSONAL MANAGER (PM): presented by Teri Lundberg of the
Information Center

DATE: February 20, 1987
TIME: 1:30 pm to 3:30 pm
PLACE: Room 25, Mitchell Building
COST: \$25.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills or Basic
Terminal Skills
CANCELLATION DATE: February 13, 1987

Personal Manager is a calendaring product available to anyone who can establish a session with the mainframe. It is used for scheduling meetings (for yourself and others), reserving resources like conference rooms and even taking telephone messages.

MICROCOMPUTER CLASSES

> > * * * NEW CLASS * * * < <

USING THE IBM TOKEN RING NETWORK: presented by Ron Heilman of the Information Center

DATE: February 24, 1987
TIME: 8:30 am to 4:30 pm
PLACE: Room 25, Mitchell Building
COST: \$50.00
LIMIT: 10
PREREQUISITE: Beginning Micro Skills and Token Ring installed or scheduled
CANCELLATION DATE: February 16, 1987

This class is for those using the Token Ring to share application programs, files and printers. The main topics to be covered are:

- Introduction to basic network concepts and terminology
- Advantages and disadvantages to networking
- What is a Token Ring Network and how does it work?
- How to perform common network tasks using the network menus (ex: messaging, cancelling print jobs, etc.)
- Simple problem and error determination
- Sharing files and programs with the network
- Some network management considerations

NOTE: This class is not intended for network system administrators or network programming staff. Contact Ron Heilman at 444-2924 if you have any questions.

BEGINNING MICROCOMPUTER SKILLS: presented by the staff of the Information Center

DATE: (one day only) January 8, 1987 or January 9, 1987
February 9, 1987 or February 10, 1987
TIME: 8:15 a.m. to 4:30 p.m.
PLACE: Room 25, Mitchell Building
COST: \$50.00
LIMIT: 10
PREREQUISITE: None
CANCELLATION DATE: January 2, 1987 or February 2, 1987

This course will give participants brief hands-on experience with microcomputers. Topics to be covered:

- The machine
- The operating system
- Word processing
- Spreadsheets and graphics
- File management
- Communications

All class time will be spent using microcomputers and software.

The participant will learn what microcomputers can do and how to approach them with a positive attitude. This course or its equivalent is a prerequisite for other microcomputer courses.

FUNDAMENTALS OF DOS: presented by Brett McAlister of the Information Center

DATE: February 4, 1987
TIME: 8:30 am to 4:30 pm
PLACE: Room 25, Mitchell Building
COST: \$50.00
LIMIT: 10
PREREQUISITE: Beginning Micro Skills and/or 3 months micro experience
CANCELLATION DATE: January 26, 1987

FUNDAMENTALS OF DOS is intended for microcomputer users who need to know more about controlling their microcomputer through its operating system. Programming experience is NOT required.

Topics to be covered include:

What is DOS? Why is it necessary to know about it?

DOS names for peripherals

File naming

Special files like CONFIG.SYS

Internal commands - DIR, ERASE, RENAME, TYPE, COPY and their variations

External commands - FORMAT, SYS, DISKCOPY, CHKDSK, MODE

How to interpret batch files

Backup procedures

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WORD PROCESSING CLASSES

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INTRODUCTION TO WORDPERFECT: presented by Brett McAlister of the
Information Center

DATE: January 12 and January 13, 1987
 * or * February 19 and February 20, 1987
TIME: 8:30 am to 3:00 pm on first day
 8:30 am to noon on second day
PLACE: Room 25, Mitchell Building
COST: \$75.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills
CANCELLATION DATE: January 5, 1987
 February 12, 1987

This course is intended for anyone interested in learning the basics of WordPerfect. This class will concentrate on text creation, use of function keys, editing, formatting, printing, filing, and retrieving documents. Merging documents, macro creation, block functions and use of the spell checker are also covered.

ADVANCED FEATURES OF WORDPERFECT: presented by Brett McAlister
of the Information Center

DATE: January 28 and January 29, 1987
TIME: 8:30 a.m. to 3:00 p.m. on January 28
 8:30 a.m. to 12:00 noon on January 29
PLACE: Room 25, Mitchell Building
COST: \$75.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills and
 Introduction to WordPerfect
CANCELLATION DATE: January 21, 1987

For those already using WordPerfect, the advanced class will cover headers, footers, footnotes, page numbering and column generation. WordPerfect's math functions, sorting capabilities and dual document editing are also covered.

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SPREADSHEET CLASSES

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INTRODUCTION TO LOTUS 1-2-3: presented by Wendy Wheeler of the
Information Center

DATE: January 26 and January 27, 1987
 * or * February 17 and February 18, 1987
TIME: 8:30 am to 3:30 pm on the first day
 8:30 am to 12:00 noon the second day
PLACE: Room 25, Mitchell Building
COST: \$75.00
LIMIT: 10
PREREQUISITE: Beginning Microcomputer Skills
CANCELLATION DATE: January 19, 1987
 February 10, 1987

This course is designed for anyone with little or no previous 1-2-3 or microcomputing experience.

INTRODUCTION TO LOTUS 1-2-3 will concentrate on 1-2-3 spreadsheet creation and editing. Building formulas, using functions, formatting information, the 1-2-3 command structure and the creation of graphics is covered. Printing spreadsheets and graphs is also included. The more advanced features such as macro programming and database commands are covered in other classes.

Class format consists of lecture and hands-on practice followed by lab time on actual agency spreadsheets for further experience.

MACRO PROGRAMMING WITH LOTUS 1-2-3: presented by Wendy Wheeler
of the Information Center

DATE: February 11, 1987
TIME: 8:30 am to 12:00 pm
PLACE: Room 25, Mitchell Building
COST: \$35.00
LIMIT: 10
PREREQUISITE: Intro to Lotus or equivalent
 experience
CANCELLATION DATE: February 4, 1987

The macro programming capabilities of 1-2-3 can help you automate 1-2-3 tasks, saving time and keystrokes. A macro is a sequence of keystrokes and commands stored in your worksheet for execution when desired. This class is for 1-2-3 users who have no previous macro experience. Through lecture, video and hands-on practice, participants will learn to write and document timesaving macros.

"WORK SMARTER NOT HARDER" WITH SPREADSHEETS: sponsored jointly
by the Information Center and the
Professional Development Center.
Presented by Jerry Williams

DATE: January 30, 1987
TIME: 8:30 am to 4:30 pm
PLACE: Room 25, Mitchell Building
COST: \$55.00
LIMIT: 12
PREREQUISITE: Intro to Lotus 1-2-3
CANCELLATION DATE: January 23, 1987

This is a workshop on Lotus 1-2-3 application design and layout.
This course will include the following:

How to use Lotus 1-2-3 to get more work done with less
time

How to design efficient spreadsheets

Identifying creative uses for 1-2-3 such as project
design, mailing labels, and work planning and scheduling

Calculate the size of files to determine computer
requirements.

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COMPUTER BASED TRAINING

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The following tutorials are available in the Computer Based
Training Lab located in Room 24 of the Mitchell Building. The
tutorials are either diskette or video-based. All are designed
for individual study and self-pacing.

Tutorials available in the CBT lab include:

Using Displaywrite 3
Disk Operating System (DOS)
Intro to Lotus 1-2-3
Macro Programming & Advanced Lotus 1-2-3
Typing Instructor
Teach Yourself WordPerfect

Call the Information Center at 444-2856 to reserve time.

FULL CLASS FEE WILL BE BILLED TO THE REGISTRANT UNLESS
CANCELLATIONS ARE MADE BY THE DATE FOR EACH CLASS.

ISD ENROLLMENT APPLICATION
(FOR ALL COURSES)

PLEASE COMPLETE THE FOLLOWING APPLICATION AND RETURN
TO INFORMATION SERVICES DIVISION

COURSE: _____

DATE: _____

STUDENT: _____

AGENCY/DIVISION: _____

MAILING ADDRESS: _____

PHONE: _____

ISD BILLING NUMBER: _____

SOC SEC NO (FOR P/P/P): _____

AUTHORIZED SIGNATURE: _____

HAVE YOU MET THE PREREQUISITES FOR THIS COURSE? PLEASE
EXPLAIN GIVING JOB EXPERIENCE OR CLASS WHEN APPLICABLE

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